

Management Assistant

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Company: KPMG

Location: Belgium

Category: other-general

Position description

Job title

Management Assistant

Function

Central Services - Management assistant

Roles & Responsibilities

As Management Assistant you play a coordinating role which is of key importance in our organization; you will be responsible for the day-to-day management of client projects, including the preparation of proposals and presentations, offering support with client acceptance procedures, planning of meetings, handling of correspondence, preparation of invoices, as well as the daily administrative support of managers and partners.

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Location

Zaventem HQ

Skills & Qualifications

You hold a bachelor's degree in Office Management, a Master's degree in Languages or have an equivalent in experience;

Experience in a similar position is a plus;

You have an excellent spoken and written knowledge of French and English. Good knowledge of Dutch is an asset;

You manage MS Office applications (Word, Excel, PowerPoint, Outlook and Microsoft Teams);

Your organizational skills, motivation and flexibility are your prime qualifications for a successful approach to this fascinating job;

You work precisely and meticulously.

We offer

A corporate culture in which personal growth, mutual trust and lifelong learning are being fostered.

An inclusive workspace that encourages diversity and pursues mutual respect and tolerance for each other's beliefs and background.

Professional experiences in an international and dynamic working environment to boost your career journey.

A competitive and attractive compensation package and a great number of extra-legal advantages.

A flexible, hybrid working schedule where employees can work on different locations: at home, at the office, on the go or at a client's site.

Preferred homeworking days will be taken into account, as well as the preferred number of work-from-home days.

A professional environment that heavily invests in its people's development of soft skills and technical know-how, by organizing both classroom and virtual trainings.

A wide range of teambuilding activities and social events (e.g. afterwork drinks, network evenings, annual national receptions, etc.) that enable new joiners to meet colleagues within the wider KPMG community

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